

## **JOB AID - Safety Assessment Program Evaluator**

### **ACTIONS AFTER REGISTRATION BY CA OES - PRIOR TO DEPLOYMENT**

- ☐ Ensure that your professional organization has your correct phone numbers, mailing address, and email address. Your professional organization is identified on your SAP ID card. It is helpful if State OES has this information also.
- ☐ Prepare go-kit (most items will fit all disasters, some items depend on the type of disaster or field conditions, if hotel rooms are available or if tents are being used, etc. Please use your good judgment):

#### **Protection and safety items**

- ☐ Cellphone with charger
- ☐ Dust masks or respirator
- ☐ Earplugs
- ☐ Gloves
- ☐ Flashlight w/ extra batteries
- ☐ Hand sanitizer or hand wipes
- ☐ Hard hat
- ☐ Insect repellant
- ☐ Rain gear, rubber boots
- ☐ Safety glasses
- ☐ Safety shoes
- ☐ Safety whistle
- ☐ Small first aid kit
- ☐ Sunscreen
- ☐ Water container or canteen
- ☐ Water purification tablets (depending on conditions)

#### **Field work items**

- ☐ Lockable backpack (most things can be stored in this)
- ☐ Clipboard
- ☐ Field manuals (ATC-20-1 and ATC-45 – if you do not have these, obtain from the Applied Technology Council, [www.atcouncil.org](http://www.atcouncil.org))
- ☐ Paper or notebook
- ☐ Professional ID card
- ☐ SAP identification card w/lanyard
- ☐ SAP identifying clothing, if available
- ☐ Waterproof marking pens
- ☐ Waterproof writing pens or pencils

**Necessary personal items**

- ☐ Credit card, traveler’s checks, and/or cash, including phone change
- ☐ Extra clothing, towels
- ☐ Personal hygiene supplies
- ☐ Personal identification (driver’s license is OK)
- ☐ Prescription medication for at least the length of stay + 2 days.
- ☐ Sleeping bag and inflatable mattress, depending on conditions

**Suggested items (things you may want to consider)**

- ☐ Binoculars (to observe conditions too high or remote to see easily)
  - ☐ GPS unit w/charger and batteries
  - ☐ Knee pads
  - ☐ Magnetic compass
  - ☐ Reading materials (for after-hours)
  - ☐ Reflective safety vest
  - ☐ Shower slippers, if in camp setting
  - ☐ Small battery-powered radio w/batteries (for after-hours)
  - ☐ Swiss army knife or multi-tool
  - ☐ Tape measure
  - ☐ Waterproof paper or notebook
- ☐ Contact your professional organization to let them know you are available for deployment after you hear about an event.

**DURING DEPLOYMENT**

When you are contacted by a professional organization, or by your CA State supervisor if you are a CA employee, and you agree to be deployed:

- ☐ Provide cellphone number and other means for you to be contacted.
- ☐ Write down the information: date, time, location, and contact person.
- ☐ Obtain maps and other pertinent information on the area from the Internet or a library.
- ☐ Check Deployment Updates link at SAP website at [www.oes.ca.gov](http://www.oes.ca.gov) for ongoing updates and recommendations.
- ☐ Wear identifying clothing while on deployment.
- ☐ Travel safely to location. Be prepared to show your SAP identification at official road stops.
- ☐ Sign in at deployment center, check in with SAP Coordinator, and attend initial briefings.
- ☐ Become deputized, if local officials are deputizing SAP Evaluators.
- ☐ Obtain team assignment with other Evaluators and/or local building inspectors. Do not go into the field alone!
- ☐ Obtain official placards, Assessment Forms, Briefing Packet, placard fasteners, caution tape, and other equipment from local officials.
- ☐ Obtain assignment for your team.

- ☐ Travel to assignment. Do a structure together as a group and discuss the issues and procedures in order to get everyone “on the same page”.
  - ☐ For each structure, follow the procedure for safety evaluation, and arrive at a team consensus of how the structure should be posted.
  - ☐ Write all pertinent information on the placards and post the structure at each door.
  - ☐ Write the identical information on the Assessment Form for each structure and retain the form for the local jurisdiction’s records.
- ☐ Upon completion of the assignment, return to the designated deployment center.
- ☐ Attend debriefing with other team members and local officials, review the Assessment Forms for completeness, and give them to local government officials.
- ☐ Sign out at the end of your work day.
- ☐ If you are needed the following day, proceed to your evening arrangements and return the next day to obtain your assignments and more materials as needed.
- ☐ If you are no longer needed, proceed with demobilization.
  - ☐ Hand in all local government equipment and materials.
  - ☐ Complete any leftover issues at your final debriefing.
  - ☐ Round up all personal items and receipts.
  - ☐ Understand the procedure for travel and other extraordinary expense reimbursements.
  - ☐ Return home as safety permits.

### **AFTER DEPLOYMENT**

- ☐ Submit to the local government the travel expense paperwork for unreimbursed meals and travel, using the form provided in the Briefing Packet and/or during demobilization.
- ☐ Respond to OES requests for improvement suggestions or other After Action information.
- ☐ Examine your go-kit and re-stock any depleted items.
- ☐ Contact your professional organization’s contact person to inform them of your deployment completion, and your redeployment availability, if necessary, in the aftermath of a large disaster event.
- ☐ Continue to ensure that your professional organization has your updated contact information at all times.